



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
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IMPORTANT NOTICE TO SUPERVISORS OF REAL ESTATE TRAINEES

The Board of Real Estate Appraisers is sending this Notice to supervisors of real estate trainees to remind all of the supervisor's responsibility to trainees and the Board. The Board will be reviewing trainee files to ensure that supervisors are in compliance with the standards set by statute and Board rule as referenced below. If you have questions regarding your responsibility as a supervisor, please contact Kim Baker-Stetson (207) 624-8522 or Carol Leighton (207) 624-8520.

A summary of a supervisor's duty to a trainee and the Board is as follows:

- ✓ Register with the Board the trainee's name and starting date, before the trainee begins working with the supervisor; *(Please Note: A downloadable copy of the registration form is available on the Board's homepage: www.maineprofessionalreg.org)*
- ✓ Responsibility for the appraisal report prepared by the trainee by signing and certifying that the report is in compliance with USPAP;
- ✓ Review of the appraisal report with the trainee;
- ✓ Inspection of each appraised property personally with the trainee for the first fifty (50) appraisals, at a minimum;
- ✓ Inspection of each appraised property with the trainee beyond the first (50) until the supervisor determines the trainee is competent in accordance with the Competency Rule of USPAP for the property type. The supervisor must, however, continue to review, sign and certify the report as noted above and file the monthly log as noted below;
- ✓ Maintain accurate and current records of the trainee's activities and schedule of hours of appraisal work completed;
- ✓ Submission to the Board, on a monthly basis, of a report (generally referred to as the "log") that, at a minimum, includes the address and type of property appraised by the trainee, the client name and address, a description of the appraisal work performed by the trainee, the number of work hours and evidence of the supervisor's compliance with the requirement to review, certify and sign the appraisal report and, if within the first 50 appraisals, confirm compliance. *(Please Note: A downloadable copy of the required log format is available on the Board's home page: www.maineprofessionalreg.org)*

-OVER-

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Relevant Statutory Provisions:

Title 32 §14033 (1) Scope of Trainee license.: A trainee real property appraiser license or “trainee” license entitles the holder of “trainee” to appraise for a fee or other valuable consideration under the direct supervision of a licensed real estate appraiser or a certified general real property appraiser or a certified residential real property appraiser those properties that the supervising appraiser is permitted to appraise. *(Please note: Effective January 1, 2008 **ONLY** certified residential and certified general appraisers will be allowed to supervise a trainee. In addition, as of the 1-1-08 effective date, the number of trainees per supervisor will be limited to 3.*

Title 32 §14033 (3) Filing with Board.: Before employing a trainee, a licensed real estate property appraiser, certified residential real property appraiser or certified general real property appraiser must register the name and starting date of employment of that trainee with the board. *(Please see note above)*

Board Rule: Chapter 230: SUPERVISING APPRAISER DUTIES

SUMMARY: This rule establishes the supervisory responsibilities for an appraiser employing a trainee real property appraiser.

Section 1. Duties

- A. A supervising appraiser is responsible for the training and direct supervision of the trainee real property appraiser, including:
 - 1. Accepting responsibility for the appraisal report by signing and certifying the report is in compliance with the Uniform Standards of Professional Appraisal Practice;
 - 2. Reviewing with the trainee real property appraisal report(s); and
 - 3. Personally inspecting each appraised property with the trainee real property appraiser for the first fifty (50) appraisals, at a minimum, and until the supervising appraiser determines the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice for the property type.
- B. Records and Reporting
 - 1. The supervising appraiser shall maintain accurate, up-to-date records of all the trainee’s activities and a schedule of hours of work completed.
 - 2. The supervising appraiser shall sign a report submitted to the Board on a monthly basis. The monthly report shall be provided in a form prescribed by the Board and shall, at a minimum, include:
 - a. Type of property;
 - b. Client name and address;
 - c. Address of appraised property;
 - d. Description of work performed;
 - e. Number of work hours; and,
 - f. Supervisor’s compliance with paragraph A.